

APPLICATION for an AUTHORIZATION EXTENSION

for Career and Technical, Substitute, SBO, SAM, Native Language, or Activities Administrator Authorizations

Board of Educational Examiners
Use Only

Attach check or
money order

DO NOT
SEND
CASH

(I need one more year to complete the requirements to renew or convert.)

Revised 10/15

I have included the following required materials (please check):

- ☐ Complete application with all relevant signatures
- ☐ Proof of enrollment in course(s) required for renewal or conversion
- ☐ \$85.00 application fee payable to the Board of Educational Examiners
- ☐ \$25 late fee per month if the applicant has been employed on an expired license

Send to: **Board of Educational Examiners, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-0147**

Applicant's Folder #	Social Security #	Date of Birth Month Day Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Evening Phone ()	Daytime Phone ()	Email Address	

Background Information:

Attach a written explanation on 8 1/2" x 11" paper for any "Yes" response to questions "a" to "e." Be sure to include the date of the violation. DO NOT explain on this application form. If you have reported a "Yes" response on a previous application, check "PR" (previously reported) instead of "Yes" on this application if no further conviction(s) has occurred.

- a. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a felony?
- b. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a crime other than parking or speeding violations?
(NOTE: Include all deferred judgments.)
- c. Yes ☐ No ☐ Do you currently have any criminal charges pending against you?
- d. Yes ☐ No ☐ PR ☐ Have you ever had a founded report of abuse made against you?
- e. Yes ☐ No ☐ PR ☐ Have you ever had an educational license denied, revoked, or suspended?
- f. Yes ☐ No ☐ Are you a United States citizen? If you answered "No," check if you are:
- ☐ a qualified alien (as defined in 8 U.S.C.A. § 1641). If so, please provide appropriate documentation.
 - ☐ an alien who is paroled into the United States under 8 U.S.C.A. § 1182(d)(5) for less than one year. If so, please provide appropriate documentation.
 - ☐ a foreign national not physically present in the United States.
 - ☐ other – Please provide a detailed explanation on a separate 8 1/2 x 11 sheet of paper

Statement of Permission and Fraud:

I hereby give permission for the Board of Educational Examiners to conduct both an Iowa criminal history record check with the Division of Criminal Investigation and a national check through the Federal Bureau of Investigation. Any information maintained by the DCI or FBI may be released as allowed by law.

An application will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application.

I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding information is true and correct.

I understand that only one extension may be granted, and that all requirements must be met by the end of this extension.

Signature of Applicant

Date

To be completed by school administrator: I support the extension of the authorization for the above named practitioner to serve as

(list position and grade level for the educator requesting the extension)

with the _____ school system. _____
(Administrator's Signature) (Date)

(Administrator's printed name and folder number)